

JOB VACANCY ANNOUNCEMENT

DELAWARE JUDICIARY

NON-MERIT POSITION POSTING NUMBER – AOC1002N05

POSTING RE-OPENED

OPENING DATE: 10/31/05

CLOSING DATE: 11/15/05

JOB TITLE: **Judicial Case Processor I**
****This is a Career Ladder Series****

SALARY RANGE: \$22,379 Min. to \$27,974 Mid. PG/6*

LOCATION: Court of Chancery
New Castle County Register In Chancery
Wilmington

*Salary applicable for this position is based upon the qualifications of the individual applicant.

NATURE AND SCOPE:

This is the entry level of case processing work learning the legal processes and procedures and performing the full range of processing activities of limited complexity.

This class is in a Career Ladder series. Incumbents underfilling as a Judicial Case Processor I will be considered for promotion to the Judicial Case Processor II level after meeting the minimum qualifications and the Judiciary's promotional standards.

MINIMUM QUALIFICATIONS: Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Knowledge of records keeping procedures.

Qualified applicants must have knowledge and/or experience in records keeping practices. Qualified examples include, but are not limited to, coursework/training in records keeping, or experience maintaining records or files.

2. Knowledge of keyboarding.

Qualified applicants must have knowledge and/or experience in keyboarding. Qualifying examples include, but are not limited to, coursework/training in keyboarding, typing, or experience in a field that requires typing or use of keyboarding on a PC.

3. Ability to communicate effectively.

Qualified applicants must possess the ability to communicate effectively with the general public, judges, attorneys, litigants and other court personnel to coordinate case activity and provide information. Because of the difficulty in discerning from an application

whether the applicant can effectively communicate, the selection interview should be used for the final determination.

ADDITIONAL REQUIREMENT: Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

SPECIAL REQUIREMENT: ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

APPLICATIONS OBTAINED FROM AND RETURNED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
500 N. King Street, Suite 11600
Wilmington, DE 19801-3734
SLC N210B

OR

Human Resources Office
Employment Services
401 Federal Street
Suite 5
Townsend Building
Dover, DE 19901
www.delawarestatejobs.com.

Human Resources Office
Employment Services
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801

Human Resources Office
DTCC - Owens Campus
Georgetown, DE 19947

THE STATE OF DELAWARE
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.

FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://JUDICIAL.STATE.DE.US](http://JUDICIAL.STATE.DE.US) .